

30 December 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report --
Week Ending 30 December 1976

1. Exit Processing: It is anticipated that 75 employees will go through exit processing on 30 December. Included in the group will be 59 retirees. Arrangements have been made to have the employees who are leaving receive their security and special clearance debriefings in mass in Room GA-13, Headquarters, on 29 December. Representatives from Central Cover Staff, Office of Finance and the Insurance Branch will be available in Room 1A-07, Headquarters, on Thursday morning to facilitate the checking out of departing employees.

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2. [] Building Blood Donors: Blood Donor Day was held at the [] Building on 22 December, and 22 pints of blood were donated by CIA personnel. [] Building personnel STATINTL donated 63 pints.

3. Walk-In Applicants at WARO: Chief, Washington Area Recruitment Office, reports that the flow of walk-in applicants during the week prior to Christmas was quite small. During this week between Christmas and New Year's the pace has picked up -- before Christmas 9 and 12 on individual days; after Christmas, 22 and 15.

4. Review of Professional Applicant Files: Professional Staffing Branch reports that for the week ending 24 December (four days), they reviewed 14 new files and resumes, rejected 13, and put into process 27 (one minority). A total of 83 files in all stages was reviewed.

5. Clerical Applicants:

a. Clerical Staffing Branch will be converting to the IBM Selectric II typewriters in the testing room on 22 December. The Office of Security has granted approval

to leave the ribbons on the typewriters at the end of the day, provided the typewriters are used for unclassified material only.

b. The number of clerical applicants in process continues to exceed 550. The highest number was 601 during the week of 12 November. During the most recent week, ending 23 December, 576 were in process.

[Redacted]

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F. W. M. Janney

Dist:

- 0 & 2 - Add
- 1 - DD/Pers/SP
- 1 - DD/Pers/R&P
- 1 - DD/Pers/P&C
- 1 - C/SAS
- 1 - Subject File
- 1 - D/Pers Chrono

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